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14 April 1977

MEMORANDUM FOR: Participants in Soviet Conference,

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FROM : Robert Gates *RG*

SUBJECT : Agenda

1. Our meeting [] on Monday and Tuesday has two principal purposes:

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--To identify issues requiring intelligence research and production by the DDI during the next year; and,

--To discuss and, hopefully, figure out how to get work underway and completed on these subjects in view of competing pressures for resources.

2. These tasks have been complicated by the proliferation of lists of priority issues for research. Attached to this memorandum are those lists I have been able to gather. They include:

--Three iterations of the DDI priority intelligence projects, each of which is a refinement of an earlier version, but all of which identify important projects and issues.

--Two NIO lists of priority research topics, including one growing out of [] and another prepared recently for the D/DCI/NI.

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--The lists of priority issues identified by you and forwarded to me earlier this spring.

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3. I believe our first task on Monday should be to go through these lists to identify duplication (of which there is considerable--fortunately); to identify those projects we probably will be assigned and on which we therefore have little leeway; and, to weed out marginal projects or those questions which are fundamentally unanswerable. Drawing on these lists, we should be able to reach agreement on topics we ought to address in coming months.

4. Reaching agreement on the list should be easy compared to the next step, which is figuring out how, under pressure of interagency projects, ad hoc tasks, and the need to complete work already under way, we can work on these additional issues. For this discussion you should come [] with a pretty good idea of what your division's scheduled workload looks like for the next several months, a list of projects (interagency, DCI, directorate, office or division) to which you are committed, and some concept of what your "discretionary" resources look like for the next year. We should then consider the priority topics we have identified against this background of resources and see what we realistically might be able to do. As part of this, we should give consideration to those projects in which OGCR, OIA, OCR, OWI and OSI could or should do research in support of issues being addressed by OER, ORPA, and OSR. Additionally, we might give some thought to issues or topics that might usefully be addressed by an inter-office, multi-disciplinary team working together for a period of two to four months or so.

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5. Based on the above thoughts, I propose the following agenda for our meeting:

Monday

0830-0930	Get settled and agree on agenda for conference
0930-1200	Work on development of DDI priority research topics
1200-1300	Lunch []
1330-1700	Continue working on priority research topics listing
1700-1800	Free time

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1800-2000 Cocktails and dinner 25X1

2000-2200 Presentations by each office on
existing commitments and discretionary
resources (about 10 minutes each)

Tuesday

0700-0815 Breakfast 25X1

0830-1130 Discussion of resource problems and
capability to undertake work relating
to priority projects listing: can
we sustain a worthwhile research
program in the face of ad hoc demands?

1200-1300 Lunch 25X1

1315-1500 Possibilities for inter-office collabo-
ration on priority projects; possi-
bilities for staging of research, i.e.,
building on work undertaken by OGCR,
OCR, OIA, OSI and OWI with a view to
supporting specific OER, ORPA, and
OSR projects.

1500-1600 Wrap-up

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